I. *Purpose*

To ensure that individuals experience a comprehensive process of treatment and treatment-related needs throughout their recovering process; the Case Management function of ***Coordination of Services*** is required.

II. *Procedure*

Coordination of Services is a function of case management through which LCDAC makes a concerted attempt to create an organized approach to coordinating service delivery to ensure the most comprehensive process for meeting an individual's treatment and treatment-related needs throughout the recovery process. Through Coordination of Services, LCDAC ensures that individuals with complex, multiple problems receive the individualized services they need in a timely and appropriate manner. The process of ***Coordination of Services*** is intended to promote self-sufficiency and empower the individual to assume responsibility for his or her recovery.

Coordination of Services is a collaborative process which includes engagement, evaluation of needs, establishing linkages, arranging access to services, ensuring enrollment in the appropriate healthcare coverage, advocacy, monitoring, and other activities to address the individual's treatment-related needs throughout their course of treatment. Coordination of Services includes communication, information sharing, and collaboration, and occurs regularly between the case manager, treatment provider, and individual receiving services.

The following provides an overview of the minimal Coordination of Service policies for the LCDAC contracted service providers for those LCDAC funded individuals:

A. Continued Stay Reviews*
B. State of PA Alignment with The ASAM Criteria, 2013
C. Assessment and LoC Placement Determination
D. Medical Assistance Applications
E. Case Management Overview
F. Case Management Recordkeeping Requirements
G. Warm Handoff Responsibilities During All Services
H. All of the interim & ancillary services

(*Completed by the treatment provider during the designated treatment episode intervals)

The internal mechanism that LCDAC utilizes to coordinate and track all individuals whose treatment is paid for by LCDAC is PeopleSoft. PeopleSoft is a software system from which the tracking of each individual occurs. This system is supported by the data entered into WITS as well as the files maintained on each individual.

Approved By: Rick Kastner 7/1/2021

Rick Kastner LCDAC Executive Director Date